

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Senior Code Enforcement Officer	Job Family: 3
General Classification: Professional	Job Grade: 29

Definition: To receive and investigate complaints regarding zoning and other Municipal Code violations; interact with public (including responsible and complaining parties); initiate enforcement actions, including preparation of notices of violation and citations; assist in case preparation for legal actions; testify in court; prepare staff reports; attend Council and committee meetings; make presentations; and assist in revisions to and development of ordinances.

Distinguishing Characteristics:

Senior Code Enforcement Officer: This is the advanced journey-level class within the Code Enforcement Officer series. Positions in this class perform the more complex zoning and Municipal Code violation inspections requiring the use of considerable independent judgment and initiative. The Senior Code Enforcement Officer classification is distinguished from other classes in the Code Enforcement Officer series by the responsibility of coordinating investigations, providing training to less experienced staff, as well as for performing the more complex duties assigned to positions within this series. Direction is provided by the City Attorney or designee. May exercise technical supervision over less experienced staff.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Receive, record, investigate, inspect and respond to citizens' most complex complaints concerning City Code and other laws, rules and regulation violations as assigned; assigns, schedules and coordinates cases and workload for other staff.
2. Evaluate and gather information related to the applicable ordinances, codes, laws, rules and regulations and determines the proper course of action.
3. Make decisions regarding effective deployment of resources and prioritization of compliance.
4. Manage compliance with City codes.
5. Provide training to new Code Enforcement staff in terms of City policies, procedures, rules and regulations.
6. Contact responsible parties, issue warning notices or letters regarding City Code violations and follow up on compliance.

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7. Coordinate investigations and compliance enforcement with City departments and outside regulatory agencies.
8. Maintain thorough and accurate records of and prepare records for City Code violations.
9. Issue citations on misdemeanors and infractions, research and prepare cases for prosecution and testify in court.
10. Maintain active liaison and coordinate communication with and between homeowner groups, apartment and condominium associations, and local business as well as the Police Department, Community Development Department and Fire Department.
11. Assist the Finance and Administrative Services Department in tracking and collection of fines and fees resulting from the disposition of cases through administrative or court procedures.
12. Attend community and neighborhood meetings; interact with key City staff and Councilmembers.
13. Coordinate neighborhood cleanups and participate in proactive code enforcement sweeps.
14. Prepare and give public presentations and staff reports regarding code enforcement; prepare and develop ordinances relating to code enforcement.
15. Perform other related duties as assigned.

Minimum Qualifications:

Senior Code Enforcement Officer

Knowledge of: City codes and ordinances enforceable by the City; business English, spelling, grammar and basic report writing.

Ability to: Read, understand and identify City Code violations; perform complex inspections, investigation and enforcement of applicable codes and ordinances; conduct extensive research of City and County records, coordinate the work of other code enforcement staff, and provide expert technical advice on zoning and code issues; gather information in an organized manner and draw a conclusion on complex issues while applying applicable laws, rules and regulations; prepare neat and accurate reports; manage a caseload up to and including resolving the case through the criminal or administrative process; follow prescribed procedures quickly and accurately; establish and maintain good relationships with citizens,

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business owners, homeowner groups, City, County offices, State offices and special districts; coordinate with City departments and governing entities to ensure compliance with code violations.

Experience and Training Guidelines: A combination of experience, education and training that will satisfy the required minimum qualifications, knowledge and abilities.

Two years of experience performing duties comparable to that of a Code Enforcement Officer II in the City of Mountain View; possession of an Associate of Arts Degree.

Required Licenses or Certificates: Possession of a valid California Class C driver's license. Certification as a Code Enforcement Officer by an organization recognized by either the California Alliance of Code Enforcement Organization (CACEO) or the California Code Enforcement Corporation (CCEC) is highly desirable.

Working Conditions: The position requires outdoor work, interaction with the public and physical hazards. Code Enforcement Officers may also be required to work varying shifts (including nights, weekends and holidays) as well as attending occasional evening meetings.

Established October 5, 2011

Revised

CLASS SPECS

CS289-F^